



DEPARTMENT OF PLANNING CITY OF HARTFORD ZONE CHANGE PROCESS

MAP CHANGE

ESTABLISHMENT OF AN OVERLAY DISTRICT (PAD, PRD, HOD, IROD, SDD, Floodplain)

APPROVAL ENTITY

Zoning Commission (Court of Common Council)

PRELIMINARY TASKS:

1. Meet with Planning Staff to discuss request
2. Fill out application
3. Secure Sponsor
4. Planning Staff prepares ordinance and accompanying map

POST SUBMISSION TASKS:

1. File 38 copies of ordinance and map with City Clerk.
2. Public Hearing scheduled at least 35 days from introduction
3. Planning staff conducts review.
4. Planning Commission reports prior to the Public Hearing. The report is read into the record. A failure to report is deemed an approval. If denial is recommended, six votes are required to approve the change.
5. Public Hearing is held.
6. PEDZ Committee is held. PEDZ report is submitted to Council and includes a resolution which states the reasons for the decision for the record.
7. Council action.

PETITION OF PROTEST:

In case of a protest against an amendment signed by the owners of twenty (20) percent or more of the total area of the lots included within the proposed amendment or of the total area of the lots within one hundred fifty (150) feet of the boundary of such area, and filed with the city clerk, an approval shall require seven (7) affirmative votes of the members of the council taken not less than fifteen (15) days nor more than three (3) months from the completion of the public hearing.

GEOGRAPHIC SCOPE OF A MAP CHANGE:

No change of zoning district boundaries shall be made so as to include less than the entire area fronting on the same street in one (1) block, but this change in boundaries of such frontage need not include such portions of corner lots as may be within one hundred fifty (150) feet of the street line of the intersecting streets which bound the block, and in blocks where the frontage on the same street exceeds twelve hundred (1200) feet the change in boundaries need not include more than eight hundred (800) continuous feet thereof. Changes involving lesser areas than the above may be made where the change consists of the inclusion of the balance of the frontage on the same street in any one (1) block in the same zoning district in which the major portion of such frontage is already included.

RELATIONSHIP TO THE PLAN OF CONSERVATION AND DEVELOPMENT:

In making its decision the zoning commission shall take into consideration the plan of conservation and development and shall state on the record its findings on consistency of the proposed change with the plan of conservation and development.

ZONING PUBLIC HEARING NOTICE REQUIREMENTS

1. Legal notice of hearing must be published at least 15 days before hearing.

It is recommended that interested persons contact the Planning Staff prior to preparing a formal submission.

Hartford City Planning Department 250 Constitution Plaza, Hartford, CT 06103
Tel: 860 757-9040 Fax: 860 722-6402
mrodriguez@ci.hartford.ct.us
Revision Date 6/16/03



DEPARTMENT OF PLANNING CITY OF HARTFORD

2. Notice must be mailed to all owners of lots within 150 feet of change at least 10 days prior to hearing.
3. Sign must be posted for at least 10 days beginning not more than 5 days from introduction.
4. Council is first permitted to take action at the next regular meeting following the Public Hearing.
5. Public Hearing must be scheduled no less than 30 nor more than 90 days from receipt.
6. Council shall adopt or deny within 3 months from close of the public hearing.
7. Shall refer to the Commission on the City Plan at least 35 days before the public hearing.
8. Protest petitions must be filed by noon on the Thursday before the date council can first act on the proposal.
9. If the modification or text change affects an area within 500 feet of or would have significant impacts (i.e. traffic, runoff, etc.) on another municipality, both the municipality and the regional Planning Agency must be notified within 7 days of receipt of the application.

SAMPLE MAP CHANGE ORDINANCE:

Introduced by:

Heading
And
Purpose:

ORDINANCE {Description of Change and Location}

COURT OF COMMON COUNCIL
CITY OF HARTFORD,

2003

Be It Ordained by the Court of Common Council of the City of Hartford:

That the Zoning Ordinance, Chapter 35 of the Municipal Code of the City of Hartford, be amended by changing the building district maps made part of said ordinance by virtue of Section 35-181 thereof, by {description of Change} for the full depth of the lots on the {cardinal direction} side of {street name} street and consisting of the following tax assessment parcels {parcel numbers}:

The areas to be included in said change are outlined in red on the accompanying map.

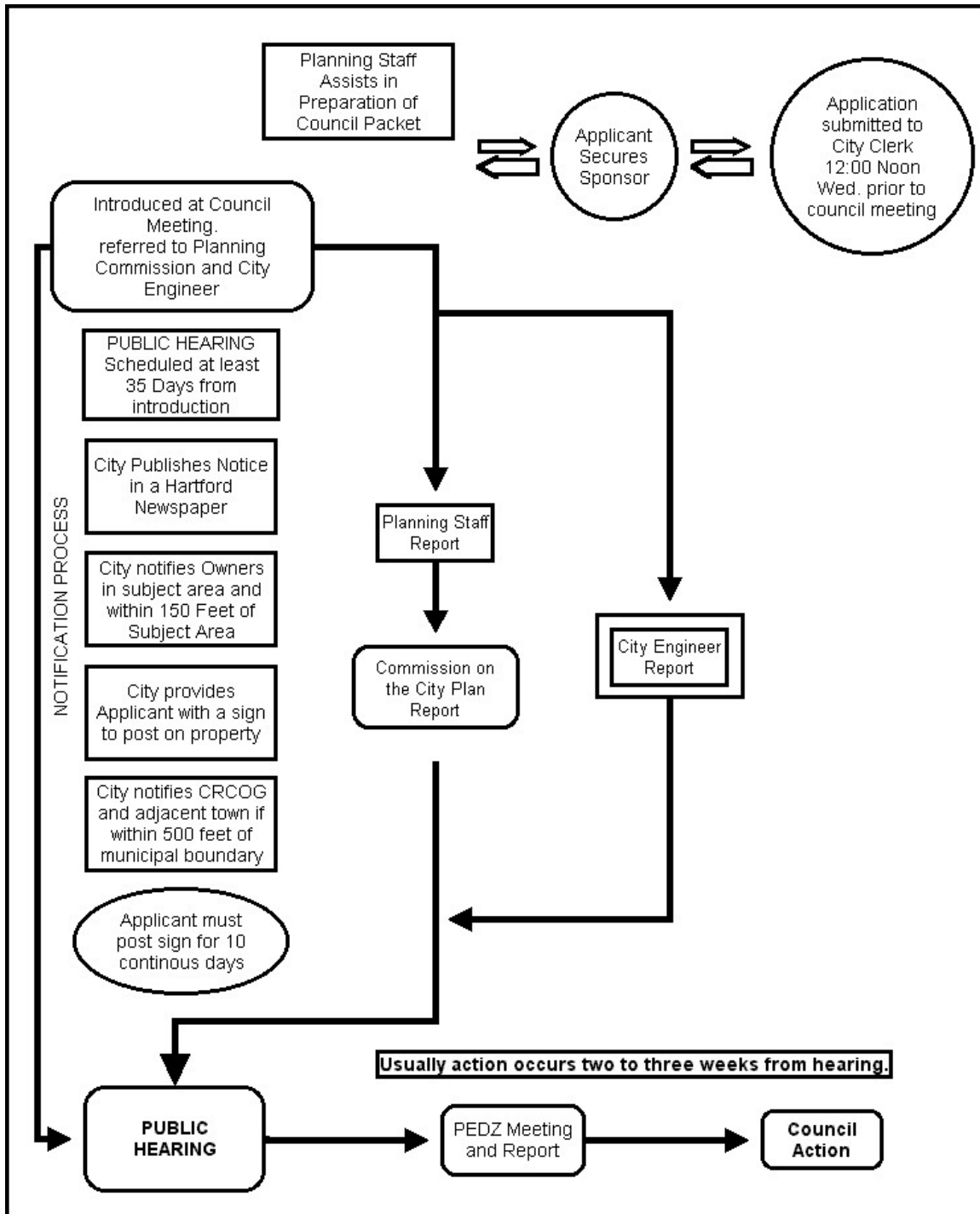
This ordinance shall take effect upon adoption.

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DEPARTMENT OF PLANNING CITY OF HARTFORD ZONE CHANGE PROCESS FLOW CHART



It is recommended that interested persons contact the Planning Staff prior to preparing a formal submission.



DEPARTMENT OF PLANNING CITY OF HARTFORD PROPOSED TIMELINE FOR ZONING COMMISSION APPROVALS

**Zoning Map Change
Special Permit
Planned Residential Development**

**Establishment Of An Overlay District
Planned Area Development
Zoning Text Change**

Project Name _____

Contact Person _____

Telephone: _____ Fax: _____

Email _____

Fee: \$ 20.00 Check payable to "CITY OF HARTFORD"
 \$500.00 (for B1, B2, & RO1 Reviews)

File with Planning _____

File with Town Clerk _____

Council Introduction _____

Planning Commission _____

Public Hearing (AT LEAST 35 DAYS FROM INTRODUCTION) _____

PEDZ Meeting _____

Action Date _____

**Note: While this represents the best estimate of the timeline for the above project, IT IS
SUBJECT TO CHANGE during the process**

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DEPARTMENT OF PLANNING CITY OF HARTFORD ZONE CHANGE APPLICATION

The undersigned respectfully requests Councilmember _____ to present to the Court of Common Council an Ordinance amending the Hartford Zoning Code.

Location of property to be changed _____ side of
(north, south, east or west)
_____ Street between _____ street and
_____ street.

Present Zoning Classification _____.

Proposed Zoning Classification _____.

Interest of petitioner in property _ _____.

If owner, how long owned _____.

All parties known to have an interest in this application for zone change:

Officers, directors and majority stockholders of corporations listed under paragraph 7 unless exempted under the provisions of Section 35-41 of the Municipal Code.

Beneficiaries of any trust or other fiduciary ownership listed in paragraph 7.

Reasons for the desired change: _____

(Signature of Petitioner)

(Printed Name and Address of
Petitioner)

Home Phone: _____ Business Phone: _____

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